



# *Local Monitor Review Requirements*



November 2006

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## **Local Review Requirements**

### **NSLP Program**

7 CFR Part 210.8a(1) states, “Every school year, each school food authority with more than one school shall perform no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction. The on-site review shall take place prior to February 1 of each school year. Further, if the review discloses problems with a school’s meal counting or claiming procedures, the school food authority shall: ensure that the school implements corrective action; and, within 45 days of the review, conducts a follow-up on-site review to determine that the corrective action resolved the problem.

Each on-site review shall ensure that the school’s claim is based on the counting system authorized by the State agency under 210.7(3) of this part and that the counting system, as implemented, yields that actual number of reimbursable free, reduced price and paid lunches, respectively, served for each day of operation.

Two separate forms are attached for your information and choice for use.

### **After School Snack Program**

7 CFR Part 210.9 (c) (7) states that school food authorities administering after school snacks must “Review each after school care program two times a year; the first review shall be made during the first four weeks that the school is in operation each school year...” This is interpreted as the first four weeks of *snack service*. The second review shall take place during the school year.

The suggested Snack Review Form is attached.

# On-Site Accuclaim Review Form

Revised: November 2006

Site monitoring must be completed for each school/site annually prior to February 1.

SFA/Agency Name: \_\_\_\_\_

School/Site Name: \_\_\_\_\_

Monitor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Respond to all questions by circling YES or NO.

<b>A.</b>	<b>Written Collection Procedures</b>		
	A. Is a copy of the written procedure describing count system and money collection available on-site?	<b>YES</b>	<b>NO</b>
	B. Are the count procedures used at the site the same as those described in the written procedure?	<b>YES</b>	<b>NO</b>
<b>B.</b>	<b>Criteria for Adequate Meal Counting System</b>		
	1. Does the system provide accurate counts of the number of reimbursable free, reduced-price and paid meals served to eligible children on a daily basis?	<b>YES</b>	<b>NO</b>
	2. Does the system record and report those counts accurately to the agency?	<b>YES</b>	<b>NO</b>
	3. Does the system prevent overt identification of the eligible needy?	<b>YES</b>	<b>NO</b>

**Any NO response requires CORRECTIVE ACTION and FOLLOW-UP review within 45 days.**

Describe corrective action taken if required:

Date corrective action completed: \_\_\_\_\_

Date follow-up review: \_\_\_\_\_

Reviewer's Signature: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_

Kentucky Department of Education

4/2006

\* Applies only to school food authorities with more than one school

## School Food Service Local Compliance And Monitor Review

Name of School:			
Date of Review:		Reviewer:	
ADA		Estimated % Attendance	
	Prior Month ADP	Meal Count on Day of Review	Number Currently Approved F/RP/D
Free			
Reduced Price			
Paid			

100	MEAL COUNT SYSTEM	YES	NO
101	Does the meal count system produce an accurate count of reimbursable meals [free, reduced price, paid] served to eligible children at the point of service?		
102	Does the collection procedure in use match the approved collection procedure?		
103	If the meal count is not taken at the end of the line, does the school have a system to monitor reimbursable meals?		
104	Are only meals that meet the meal pattern requirement counted and claimed for reimbursement?		
105	Does the collection procedure in use ensure that only one meal (either breakfast or lunch) per child per day is claimed for reimbursement?		
106	Does the meal count system prevent overt identification?		
107	Does the school have a trained cashier and substitute cashier?		

200	MEAL COUNT RECORDING AND EDIT CHECKS	YES	NO
201	Does the school use proper procedures for counting, recording and claiming meals?		
202	For any day during the review month, does the number of free, reduced price or paid meals exceed the number of free, reduced price or paid eligible students?		
203	For any day during the review month, does the number of meals claimed exceed the attendance adjusted eligible number of free, reduced price or paid eligible students?		
204	Does the school have proper procedures to manage and safeguard cash [reconciliation, extra sales (a la carte), adult meals, etc]?		
205	Has cash been second partied each day?		
206	Has the daily edit check been completed?		

<b>300</b>	<b>STORAGE</b>	<b>YES</b>	<b>NO</b>
301	Are measures taken to prevent insect and rodent infestation?		
302	Are foods stacked off the floor (on shelves and pallets)?		
303	Are items marked with DATE RECEIVED when delivered?		
304	Are foods being used on a first in/first out basis?		
305	Are chemicals and non-food items stored apart from food items?		
306	Are there safeguards against theft?		
307	Are storage areas:		
	Clean?		
	Orderly?		
	Adequate?		
308	Are temperatures in freezers, refrigerators and milk coolers being recorded from internal thermometers?		
309	Are temperatures in the dry storage area recorded daily?		

<b>400</b>	<b>SAFETY AND SANITATION</b>	<b>YES</b>	<b>NO</b>
401	Is a copy of the local health inspection report displayed in a prominent place?		
402	Do personnel attend training to update knowledge of safety and sanitation?		
403	Were proper safety and sanitation practices observed during the review?		
404	Is hot food served hot and cold food served cold?		
405	Are temperature logs being maintained per HACCP instructions?		
406	Is a plan for reporting, investigating and correcting causes of accidents in place and appropriately implemented?		

<b>500</b>	<b>PROCUREMENT</b>	<b>YES</b>	<b>NO</b>
501	Does the school have a copy of the approved bid list?		
502	Are all foods ordered from the approved vendor?		
503	Are deliveries checked against invoices and bid list?		
504	Are discrepancies noted and appropriate person notified?		
505	Are all invoices signed?		
506	Are small purchase procedures properly utilized and followed?		
507	Are emergency purchases properly documented?		

<b>600</b>	<b>MEAL SERVICE</b>	<b>YES</b>	<b>NO</b>
601	Are standardized recipes used?		
602	Are serving sizes adjusted for the age level of students according to the meal pattern requirements?		
603	Are correct portioning utensils used?		
604	Rate the quality of food: (check one)		
	Excellent		
	Good		
	Average		
	Fair		
	Poor		
605	Are adequate portions served?		
606	Are a la carte items available?		
607	Is food prepared as needed (cooking to the line)?		
608	Are choices available?		
609	Is Offer versus Serve implemented correctly?		
610	Are production plans available for all lines that offer a reimbursable meal (i.e.: salad bar, sandwich line, etc.)		
611	Are daily production plans accurate and complete?		
612	Are students with special needs provided adequate services?		
613	Is documentation available for student/parent/community involvement?		

<b>700</b>	<b>ATMOSPHERE</b>	<b>YES</b>	<b>NO</b>
701	Are serving and dining areas clean and in good repair?		
702	Are serving and dining areas decorated?		
703	Are tables and seating areas arranged to encourage conversation among students and efficiency of service?		
704	Does adult supervision circulate through the cafeteria monitoring behavior and assisting students in a pleasant manner?		
705	Do students have to empty their own trays into garbage cans before putting their trays in the tray return?		
706	Are tables and floors cleaned between serving times?		
707	Do students have adequate time to take care of personal hygiene and consume their meal?		

**Review Summary:**

A. Discrepancies Identified: (Reference review number)

B. Recommended Corrective Action: (Reference review number)

C. Corrective Action Planned: (Reference review number)

D. Date Corrective Action Completed: \_\_\_\_\_

Signatures:

Reviewer/Title: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

School districts that are claiming reimbursement for after-school snacks under the National School Lunch Program must “review each after-school care program two times a year; the first review shall be made during the first four weeks that the school is in operation each school year.” The second review shall be completed prior to the close of the school year.

SCHOOL/SITE NAME: \_\_\_\_\_

		YES	NO
1.	Is the after school snack program structured and supervised?		
2.	Does the after school snack program offer educational and/or enrichment activities?		
3.	Is the after school snack program operating after the close of the regular school day?		
4.	Were all snack components offered and available to students?		
5.	Were snacks offered accepted by students?		
6.	Is this site area or income eligible?                  Income Eligible _____ Area Eligible _____		
6a.	If Area Eligible, what is the F/RP percentage of this school?	%	
7.	Was an accurate count of free, reduced price or paid students maintained?		
8.	Was only one snack claimed, per child, per day for reimbursement?		
9.	Are menu and production plans complete and accurate?		
10	Does site coordinator communicate daily as to the number of snacks needed for program?		
11	Reviewers observation: Number of snacks served, day of review:  Free _____ Reduced _____ Paid _____ Adults _____  TOTAL _____		
12	In the reviewer's opinion, is this after school snack program operating within program regulations and guidelines?		
	Comments:		

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_